

Name of the course : Certificate Course in Proof Reading
 Duration : 3 months (Thirty Contact hours)
 Who are eligible : Any student of the College
 Method : Theory and Practical (in collaboration with Gigabytes press & publication)
 Course co-ordinator : Dr Manika Saikia
 Course designed by : Dr Manika Saikia

Syllabus

<u>Unit</u>	<u>Topic</u>	Duration
<u>I</u>	Introduction to Proof Reading	15 Days
<u>II</u>	Basic knowledge in Hindi Grammar	
<u>III</u>	Basic knowledge in Academic writing, Business writing, work in computer	
<u>IV</u>	Skill Development task	
<u>V</u>	Internship	10 Days
<u>VI</u>	Practice Test and Final Exam	05 Days

Examination Procedure :

Examination will be taken in two steps -

1. Assignment - 20 marks
2. Written Exam - 30 marks

Course Outcome : After learning this course the students should be able to :

1. Evaluate potential grammatical, spelling, punctuation error in a draft.


 Head
 Department of Hindi
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